



TORQ Analysis of Accountants to Budget Analysts

INPUT SECTION:

Transfer	Title	O*NET	Filters		
From Title:	Accountants	13-2011.01	Abilities:	Importance Level: 50	Weight: 1
To Title:	Budget Analysts	13-2031.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

OUTPUT SECTION:

Grand TORQ:

89




Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	 96	Level	 84	Level	 86

Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Speech Recognition	53	7	65	Writing	63	11	82	Computers and Electronics	64	2	69
Speech Clarity	48	2	65	Speaking	66	11	82	English Language	66	1	78
Fluency of Ideas	46	2	53	Critical Thinking	73	10	84				
				Reading Comprehension	70	10	73				
				Management of Financial Resources	74	8	89				
				Complex Problem Solving	68	8	82				
				Mathematics	76	8	79				
				Active Learning	72	6	77				
				Social Perceptiveness	60	4	74				
				Active Listening	71	3	76				
				Learning Strategies	65	3	73				
				Coordination	69	1	79				

LEVEL and IMPT (IMPORTANCE) refer to the Target Budget Analysts. GAP refers to level difference between Accountants and Budget Analysts.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Accountants	Budget Analysts	Importance
Problem Sensitivity	59 	53 	 78

Oral Comprehension	60	59	72
Written Comprehension	62	60	72
Oral Expression	64	59	68
Deductive Reasoning	69	60	68
Inductive Reasoning	57	55	68
Information Ordering	55	50	68
Mathematical Reasoning	64	48	65
Speech Recognition	46	53	65
Speech Clarity	46	48	65
Category Flexibility	53	51	62
Number Facility	69	51	62
Near Vision	66	64	62
Written Expression	59	53	56
Selective Attention	41	39	56
Fluency of Ideas	44	46	53
Perceptual Speed	42	37	53

Skill Level Comparison - Abilities with importance scores over 69

Description	Accountants	Budget Analysts	Importance
Management of Financial Resources	66	74	89
Critical Thinking	63	73	84
Writing	52	63	82
Speaking	55	66	82
Complex Problem Solving	60	68	82
Mathematics	68	76	79
Coordination	68	69	79
Judgment and Decision Making	76	65	78
Time Management	71	68	78
Active Learning	66	72	77
Active Listening	68	71	76
Social Perceptiveness	56	60	74
Reading Comprehension	60	70	73
Learning Strategies	62	65	73



Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Accountants	Budget Analysts	Importance
English Language	65	66	78
Economics and Accounting	73	67	69
Computers and Electronics	62	64	69

Experience & Education Comparison

Related Work Experience Comparison				Required Education Level Comparison			
Description	Accountants		Budget Analysts	Description	Accountants		Budget Analysts
10+ years	0%		0%	Doctoral	0%		0%
8-10 years	0%		0%	Professional Degree	0%		0%
6-8 years	0%		1%	Post-Masters Cert	0%		0%
4-6 years	27%		2%	Master's Degree	0%		6%
2-4 years	37%		32%	Post-Bachelor Cert	3%		0%
1-2 years	7%		44%	Bachelors	80%		90%
6-12 months	26%		16%	AA or Equiv	1%		1%
3-6 months	0%		0%	Some College	10%		1%
1-3 months	0%		0%	Post-Secondary Certificate	0%		0%
0-1 month	0%		0%	High School Diploma or GED	3%		0%
None	1%		1%	No HSD or GED	0%		0%

Accountants

Budget Analysts

Most Common Educational/Training Requirement:

Bachelor's degree

Bachelor's degree

Job Zone Comparison

4 - Job Zone Four: Considerable Preparation Needed

A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.

Most of these occupations require a four - year bachelor's degree, but some do not.

Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

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Tasks

Accountants

Budget Analysts

Core Tasks

Core Tasks



Generalized Work Activities:

- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Analyzing Data or Information - Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Specific Tasks

Occupation Specific Tasks:

- Advise clients in areas such as compensation, employee health care benefits, the design of accounting or data processing systems, or long-range tax or estate plans.
- Advise management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Appraise, evaluate, and inventory real property and equipment, recording information such as the description, value and location of property.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Establish tables of accounts and assign entries to proper accounts.
- Investigate bankruptcies and other complex financial transactions and prepare reports summarizing the findings.
- Maintain or examine the records of government agencies.
- Prepare forms and manuals for

Generalized Work Activities:

- Analyzing Data or Information - Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Monitoring and Controlling Resources - Monitoring and controlling resources and overseeing the spending of money.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Specific Tasks

Occupation Specific Tasks:

- Analyze monthly department budgeting and accounting reports to maintain expenditure controls.
- Compile and analyze accounting records and other data to determine the financial resources required to implement a program.
- Consult with managers to ensure that budget adjustments are made in accordance with program changes.
- Direct the preparation of regular and special budget reports.
- Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
- Interpret budget directives and establish policies for carrying out directives.
- Match appropriations for specific programs with appropriations for broader programs, including items for emergency funds.
- Perform cost-benefit analyses to compare operating programs, review financial requests, or explore alternative financing methods.
- Provide advice and technical assistance with cost analysis, fiscal allocation, and budget preparation.
- Review operating budgets to analyze trends affecting budget needs.
- Seek new ways to improve efficiency and increase profits.
- Summarize budgets and submit recommendations for the approval or disapproval of funds requests.
- Testify before examining and



accounting and bookkeeping personnel, and direct their work activities.

- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Provide internal and external auditing services for businesses or individuals.
- Report to management regarding the finances of establishment.
- Represent clients before taxing authorities and provide support during litigation involving financial issues.
- Serve as bankruptcy trustees or business valuers.
- Survey operations to ascertain accounting needs and to recommend, develop, or maintain solutions to business and financial problems.
- Work as Internal Revenue Service (IRS) agents.

Detailed Tasks

Detailed Work Activities:

- advise clients on financial matters
- analyze applicant's financial status
- analyze budgets
- analyze financial data
- analyze financial information to project future revenues or expense
- appraise, evaluate, or inventory real property or equipment
- compile data for financial reports
- compute financial data
- compute taxes
- conduct financial investigations
- confer with taxpayer or representative
- determine tax liability according to prescribed laws
- develop budgets
- develop or maintain budgeting databases
- direct and coordinate financial activities
- evaluate degree of financial risk
- fill out business or government forms
- follow tax laws or regulations
- inspect account books or system for efficiency, effectiveness, or acceptability
- maintain account records
- maintain record of organization expenses
- make revenue forecasts
- note discrepancies in financial records
- obtain financial information from individuals

fund-granting authorities, carrying and promoting the proposed budgets.

Detailed Tasks

Detailed Work Activities:

- advise clients on financial matters
- analyze budgets
- analyze financial data
- analyze financial information to project future revenues or expense
- compile data for financial reports
- compute financial data
- consult with managerial or supervisory personnel
- develop budgets
- develop or maintain budgeting databases
- make presentations on financial matters
- make revenue forecasts
- monitor operational budget
- prepare financial reports
- prepare periodic reports comparing budgeted costs to actual costs
- use accounting or bookkeeping software
- use computers to enter, access and retrieve financial data
- use cost benefit analysis techniques
- use spreadsheet software

Technology - Examples

Accounting software

- Accounting software
- Deltek Costpoint
- Hyperion Enterprise

Analytical or scientific software

- Statistical software

Data base reporting software

- Business Objects Crystal Reports

Data base user interface and query software

- Microsoft Access
- On line analytical processing OLAP software
- Relational database software
- Structured query language SQL

Data mining software

- Extract, transform, load ETL software

Development environment software



- perform general financial analysis
- prepare audit reports or recommendations
- prepare financial reports
- prepare periodic reports comparing budgeted costs to actual costs
- prepare tax reports
- prepare tax returns
- use accounting or bookkeeping software
- use accounting terminology
- use computers to enter, access and retrieve financial data
- use cost benefit analysis techniques
- use spreadsheet software
- use statistical cost estimation methods
- verify bank or financial transactions
- write administrative procedures services manual

Technology - Examples

Accounting software

- Accounts payable software
- Accounts receivable software
- Accurate NXG
- AcorynSystems Activity Based Costing/Management ABC/M
- AdaptaSoft CyberPay
- Asset management software
- ATX Total Accounting Office
- ATX Total Engagement Office
- Automation Counselors municipAL
- Best MIP Fund Accounting
- Billing software
- CCIS AccountAbility
- Cost accounting software
- CYMA IV Accounting for Windows
- Evron Computer Systems SAGE PFW (Platinum For Windows)
- Financial reporting software
- Financial statement software
- FRx Software Microsoft FRx
- Fund accounting software
- General ledger software

- Microsoft Visual Basic

Electronic mail software

- Email software

Enterprise resource planning ERP software

- Adaptive Planning
- Budgeting, forecasting, and planning software
- Business performance management BPM software
- Cognos 8 Business Intelligence
- Cognos 8 Planning
- Enterprise resource planning ERP software

- Everest Software Advanced

- Extensity MPC

- FRx Software Microsoft Forecaster

- Lilly Software Associates VISUAL Enterprise

- Microsoft Dynamics GP

- NetSuite NetERP

- Open Systems TRAVERSE software

- Oracle PeopleSoft Enterprise software

- OutlookSoft

- Revelwood Business Performance Management software

- Sage Software Accpac ERP

- Sage Software Active Planner

- Sage Software MAS 200 ERP

- Sage Software MAS 90 ERP

- SAP Business One

Financial analysis software

- Budget monitoring systems

- Financial reporting software

- Microsoft FRx

- Oracle Corporate Performance Management CPM software

- Satori Group proCube software

Graphics or photo imaging software

- Graphics software



- Heron CrossTie General Ledger

- Intuit QuickBooks

- Invoice software

- Lead Activity Analyzer

- Lead Business Analyzer

- Micronetics Xpert Write-up

- Multiview Accounts Receivable

- New Millennium Communications Genesis Accounting

- Pro Systems Client Write-Up System for Windows

- Profit Developers Electronic File Interchange

- PROPHIX Enterprise

- Roundtable Software Advantage Accounting System

- Sage CPAAccounts Payable

- Sage CPAAccounts Receivable

- Sage CPAClient Checkbook

- Sage CPAPractice Manager

- Sage Peachtree

- Sage Software BusinessWorks

- Sage Software Peachtree software

- Softrax Revenue Management

- Summit Software Summit Biofuels Accounting

- UA Business Software Professional Edition

Compliance software

- Accounting compliance software

- ACCUCert software

- FLS eDP PAYROLL tax

- Intrax ProcedureNet

- Paisley Cardmap

- Paisley Focus Control Assurance

- Paisley RiskNavigator

- Tax compliance property tax management software

Human resources software

- Human resources management system software

- Ultimate Software UltiPro Workforce Management

Object or component oriented development software

- Microsoft Visual Basic.NET

Presentation software

- Microsoft PowerPoint

- Presentation software

Spreadsheet software

- Microsoft Excel

- Spreadsheet software

Time accounting software

- Payroll software

- Time and attendance software

- Valiant Vantage

Word processing software

- Microsoft Word

- Word processing software

Tools - Examples

- Desktop computers

- Laser printers

- Notebook computers

- Personal computers



Customer relationship management CRM software

- Blackbaud The Raiser's Edge

Data base reporting software

- Business Objects Crystal Reports

Data base user interface and query software

- Microsoft Access

- Practice management software PMS

- Sage Solutions CPAPayroll

Development environment software

- eXtensible Business Reporting Language XBRL

Document management software

- Accutrac software

- Document management software

- OmniRIM software

- Sage CPADocument Manager

Enterprise application integration software

- Business Objects Data Integrator

Enterprise resource planning ERP software

- Accountants Templates JAZZ-It!

- AcornSystems Corporate Performance Management

- Cartesis ES Magnitude

- Great Plains software

- Hyperion Solutions System 9

- Microsoft Dynamics GP

- Microsoft Dynamics NAV

- Microsoft Dynamics SL

- Microsoft Great Plains Solomon

- NetSuite NetERP

- Sage Accpac

- Sage MAS 200

- Sage Software Platinum for Windows PFW

Financial analysis software

- Accounting fraud detection software

- AuditWare software

- Brentmark Estate Planning Quickview
- Cammack Computations Inter-Est
- Cartesis Magnitude iAnalysis
- Estate planning software
- Fixed-assets depreciation software
- MethodWare ProAudit Advisor
- Microsoft FRx
- OSI TrustWise
- Paisley AutoAudit
- Paisley IssueTrack
- Payables Tests Sets for ACL software
- Pentana audit work system PAWS
- RSM McGladrey Advanced Practice Solutions Paperless Audit
- RSM McGladrey Auditor Assistant
- Sage MAS 500
- Sync Essentials Trade Accountant
- Human resources software
- Sage Software Abra HRMS
- Inventory management software
- AIM Asset Management Software
- Sage MAS 90
- Office suite software
- Microsoft Office
- Operating system software
- Microsoft Windows
- Presentation software
- Microsoft PowerPoint
- Spreadsheet software
- Microsoft Excel
- Tax preparation software
- 1099 ProsSoftware
- Abacus Tax Software
- Advanced Micro Systems 1099-Etc
- American Riviera Magtax

- ATX Total Tax Office
- Avalara AvaTax ST
- BNA Estate and Gift Tax Suite
- BNA Income Tax Planning Solutions
- BNA Sales and Use Tax Rates and Forms
- CCH ProSystem fx TAX
- Creative Solutions UltraTax 1040
- H&R Block TaxCut Software
- IDMS Account Ability
- Income tax return preparation software
- Intuit Lacerte
- Intuit ProSeries
- Intuit TurboTax
- KPB Associates TaxStream
- NewPortWave Year End Solutions
- Ortax Software IntelliTax Business for Windows
- Ortax Software IntelliTax Classic
- Thomson GoSystem Tax
- Universal Tax Systems TaxWise
- Time accounting software
- Payroll software
- Transaction server software
- Tumbleweed SecureTransport
- Word processing software
- Microsoft Word

Tools - Examples

- 10-key calculators
- Desktop computers
- Fax machines
- Notebook computers
- Personal computers
- Personal digital assistants PDA
- Photocopying equipment



- Scanners
- Tablet computers

Labor Market Comparison

Description	Accountants	Budget Analysts	Difference
Median Wage	\$ 48,110	\$ 57,290	\$ 9,180
10th Percentile Wage	\$ 33,700	\$ 39,480	\$ 5,780
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 62,620	\$ 67,800	\$ 5,180
90th Percentile Wage	\$ 81,400	\$ 78,930	\$(2,470)
Mean Wage	\$ 53,860	\$ 57,690	\$ 3,830
Total Employment - 2007	3,250	170	-3,080
Employment Base - 2006	3,967	163	-3,804
Projected Employment - 2016	4,395	168	-4,227
Projected Job Growth - 2006-2016	10.8 %	3.1 %	-7.7 %
Projected Annual Openings - 2006-2016	113	5	-108

National Job Posting Trends

Trend for Accountants

Trend for
Budget
AnalystsData from [Indeed](http://Indeed.com)



Recommended Programs

Accounting

Accounting. A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, auditing, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.

Institution	Address	City	URL
University of Maine at Augusta	46 University Dr	Augusta	www.uma.maine.edu/
Beal College	99 Farm Road	Bangor	bealcollege.edu
Husson College	One College Circle	Bangor	www.husson.edu
Husson College	One College Circle	Bangor	www.husson.edu
University of Maine at Machias	9 O'Brien Ave	Machias	www.umm.maine.edu
University of Maine		Orono	www.umaine.edu/
Andover College	901 Washington Ave	Portland	WWW.ANDOVERCOLLEGE.edu
Andover College	901 Washington Ave	Portland	WWW.ANDOVERCOLLEGE.edu
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu
University of Maine at Presque Isle	181 Main St	Presque Isle	www.umpi.maine.edu
Saint Josephs College	278 Whites Bridge Rd	Standish	www.sjcme.edu
Saint Josephs College	278 Whites Bridge Rd	Standish	www.sjcme.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu
York County Community College	112 College Drive	Wells	www.yccc.edu

Finance, General

Finance, General. A program that generally prepares individuals to plan, manage, and analyze the financial and monetary aspects and performance of business enterprises, banking institutions, or other organizations. Includes instruction in principles of accounting; financial instruments; capital planning; funds acquisition; asset and debt management; budgeting; financial analysis; and investments and portfolio management.

Institution	Address	City	URL
Husson College	One College Circle	Bangor	www.husson.edu
Saint Josephs College	278 Whites Bridge Rd	Standish	www.sjcme.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu

Public Finance

Public Finance. A program that prepares individuals to manage the financial assets and budgets of public sector organizations. Includes instruction in public trusts and investments; the laws and procedures used to plan, prepare and administer public agency budgets; and the preparation and analysis of public budget projections and policies.

No schools available for the program

Maine Statewide Promotion Opportunities for Accountants

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
13-2011.01	Accountants	100	4	3,250	\$48,110.00	\$0.00	11%	113
13-2051.00	Financial Analysts	92	4	210	\$71,380.00	\$23,270.00	10%	4
13-2061.00	Financial Examiners	90	4	120	\$55,110.00	\$7,000.00	3%	2
13-2031.00	Budget Analysts	89	4	170	\$57,290.00	\$9,180.00	3%	5
15-2011.00	Actuaries	89	5	0	\$53,980.00	\$5,870.00	0%	0
13-2052.00	Personal Financial Advisors	88	3	360	\$94,100.00	\$45,990.00	10%	13
13-2011.02	Auditors	87	4	3,250	\$48,110.00	\$0.00	11%	113
19-3011.00	Economists	87	5	50	\$49,150.00	\$1,040.00	2%	2
11-3031.01	Treasurers and Controllers	87	5	2,440	\$67,670.00	\$19,560.00	7%	58
13-2053.00	Insurance Underwriters	86	3	460	\$56,090.00	\$7,980.00	-1%	12
41-3031.01	Sales Agents, Securities and Commodities	86	4	0	\$65,230.00	\$17,120.00	5%	33
11-3031.02	Financial Managers, Branch or Department	86	4	2,440	\$67,670.00	\$19,560.00	7%	58
41-3031.02	Sales Agents, Financial Services	86	4	0	\$65,230.00	\$17,120.00	5%	33
13-2072.00	Loan Officers	85	3	1,450	\$49,380.00	\$1,270.00	9%	29
11-3041.00	Compensation and Benefits Managers	83	3	200	\$68,560.00	\$20,450.00	2%	5

Top Industries for Budget Analysts

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	22.38%	13,843	13,086	-5.47%
Local government, excluding education and hospitals	939300	11.22%	6,942	7,799	12.34%
State government, excluding education and hospitals	929200	10.17%	6,292	6,175	-1.87%
Colleges, universities, and professional schools, public and private	611300	9.30%	5,754	6,437	11.87%
Management of companies and enterprises	551100	6.44%	3,983	4,591	15.28%



Aerospace product and parts manufacturing	336400	4.39%	2,716	2,766	1.84%
Elementary and secondary schools, public and private	611100	2.92%	1,806	1,903	5.38%
Management, scientific, and technical consulting services	541600	2.77%	1,714	3,060	78.52%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.74%	1,693	1,621	-4.26%
Computer systems design and related services	541500	2.24%	1,385	1,870	35.02%
General medical and surgical hospitals, public and private	622100	1.63%	1,009	1,117	10.71%
Research and development in the physical, engineering, and life sciences	541710	1.54%	953	1,016	6.69%
Wired telecommunications carriers	517100	0.99%	614	482	-21.49%
Accounting, tax preparation, bookkeeping, and payroll services	541200	0.98%	606	719	18.60%
Junior colleges, public and private	611200	0.82%	510	563	10.49%

Top Industries for Accountants

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Accounting, tax preparation, bookkeeping, and payroll services	541200	21.37%	272,351	355,310	30.46%
Self-employed workers, primary job	000601	7.79%	99,236	105,724	6.54%
Management of companies and enterprises	551100	5.38%	68,525	86,895	26.81%
Local government, excluding education and hospitals	939300	3.32%	42,296	52,267	23.57%
State government, excluding education and hospitals	929200	3.06%	39,011	42,109	7.94%
Depository credit intermediation	522100	2.04%	26,041	26,549	1.95%
Colleges, universities, and professional schools, public and private	611300	2.01%	25,611	28,652	11.87%
Federal government, excluding postal service	919999	1.85%	23,630	20,105	-14.92%
Self-employed workers, secondary job	000602	1.75%	22,317	22,217	-0.45%
Management, scientific, and technical consulting services	541600	1.45%	18,502	36,334	96.38%
Employment services	561300	1.43%	18,183	25,315	39.22%
Computer systems design and related services	541500	1.21%	15,429	22,915	48.52%
General medical and surgical hospitals, public and private	622100	1.16%	14,756	16,337	10.71%
Office administrative services	561100	1.09%	13,937	19,438	39.47%
Other financial investment activities	523900	1.03%	13,154	20,391	55.02%